



## University of Pittsburgh

### Murdoch Building

3420 Forbes Avenue

## Occupant Information

**This information is for University of Pittsburgh affiliated occupants of the Murdoch Building. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual <https://www.ehs.pitt.edu/manual> and the University of Pittsburgh Emergency Management Guidelines found on <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>.**

In the event of a fire in the Murdoch Building, the entire building will signal fire alarm conditions. If the fire alarm signal (visual strobe lights and audible horns) activate, evacuate the building. Learn the location of the fire alarm pull stations and learn the exit routes from your work areas. The fire alarm pull stations are located at the exit doors and near the stairwells.

#### 1. **If you hear or observe the fire alarm signal:**

- i. Close the door behind you and evacuate the building by following the EXIT signs to nearest stairwell or exterior door. Do not use the elevators during an alarm condition, unless directed by an emergency responder.
- ii. Proceed to an assembly point away from the building. The closest assembly area for the Murdoch Building, is on Coltart Way or Forbes Avenue, do not congregate directly outside of the main entrance. Emergency responders will need access to the building.
- iii. Do not re-enter any evacuated building until the “all clear” signal is given by the police or fire department.

2. **Upon discovery of smoke or fire:**

- i. Alert anyone in immediate danger.
- ii. Close the door to contain smoke or fire.

**iii. Activate the nearest pull station.**

- iv. Evacuate the building.

Note: If you cannot activate the pull station and you are in a safe area, call 911 or call University Police at 412-624-2121.

3. **Evacuation Plan:**

Evacuate using the nearest stairwell upon any activation of the emergency alarm on your floor. For general information on evacuation, go to [Safe Building Evacuation](#) in the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or hazardous weather conditions, an assembly area will be established, and you will be notified by a University representative of the location. The short-term assembly area for the Murdoch Building is Coltart Way or Forbes Avenue. In the event of a major emergency, the long-term assembly area for the Murdoch Building is the Petersen Events Center.

If you cannot follow the University's Building Evacuation Procedures due to a temporary or permanent physical impairment, please contact Pitt EH&S 412-624-9505 and request development of an Individualized Evacuation Plan.

**Evacuation routes:**

**Floors 8-2** – Exit using Stairwell A, down to floor 1 and egress onto Coltart Way, towards the Public Safety Building/parking lot.

Or,

Exit using Stairwell B, down to floor 1 and egress through the main entrance onto Forbes Avenue and towards the Public Safety Building/Parking lot.

**Floor 1** – Exit through the main entrance/exit door and egress through the main entrance onto Forbes Avenue and towards the Public Safety Building/Parking lot.

**Floor Lower Level** – Exit through the parking garage and egress onto Coltart Way, towards the Public Safety Building/parking lot.

Or,

Exit using Stairwell B, up to floor 1 and egress through the main entrance onto Forbes Avenue and towards the Public Safety Building/Parking lot.

4. **Medical Emergency:** Call 911 and Pitt Police at 412-624-2121.

5. **Security Emergency:** Call 911 and Pitt Police at 412-624-2121.

6. **Building Utility Emergency:** Call Building Management (Alex Speck) 814-404-7469.

7. **Building Entry Procedures:**

**Murdoch Building operation hour:** Monday-Friday: 7:00am – 5:00pm.

\*Office tenants with access cards/fobs will have 24/7 access to the building.

Do not enter the Murdoch Building or any campus building if you note that the building’s emergency alarm is signaling, or that the building has been posted with signs that indicate an on-going emergency alarm condition.

8. **Removal and discarding of lab and office equipment:**

The loading dock is where the trash dumpsters are located. Bulk pick up items will have to be coordinated with Building Management or Pitt Moving Services.

**Important Phone Numbers**

City of Pittsburgh Emergency -	911
Pittsburgh Campus Emergency	412-624-2121
Pitt Police	412-624-2121
Environmental Health and Safety	412-624-9505
Alex Speck – Property Manager	814-404-7469
Mike Moore – Maintenance Technician	412-779-0257